

Guidelines for the Mayor's Neighborhood Roundtable

The intention of these guidelines is to keep the discussion on target while at the same time making sure everyone gets heard and people's questions are met.

The chair will act from the outset to keep questions and discussion courteous and orderly.

Attendees of the roundtable must be recognized by the Chair before speaking.

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.

Remarks must be courteous in language and manner

Only one person speaks at a time. This rule is absolute, interruptions will not be tolerated.

Persons wanting to speak are to speak on the subject being discussed.

Comments and discussions need to address *issues*, not *personalities*.

We shall acknowledge minority opinions for it is a way of encouraging creative thinking.